



New Jersey Department of Military and Veterans Affairs

VACANCY ANNOUNCEMENT

Posting #: 14-23

Posting Period: 02/02/2023 to 03/02/2023

Title: Business Manager 2

Salary: (&30) \$87,578.62-\$124,980.46

Number of Vacancies: 1

Workweek: 35 Hours

Work Location: 132 Evergreen Rd.
Edison, NJ 08818

Program: Menlo Park Veterans Memorial Home

Scope of Eligibility: Open to current NJ Department of Military and Veterans Affairs permanent employees in a competitive title and permanent NJ State employees in a competitive title who meet the requirements listed below.

Job Description: Under the direction of the chief executive officer or other supervisory officer in a state operated institution, oversees and manages the business activities of the institution including the preparation of the operating and capital budget on a program basis; the purchase, storage and distribution of equipment, materials and supplies, the food service program, the farm and powerhouse operations, property control, the maintenance of buildings and grounds, the condition of furnishings and equipment throughout the institution, the preparation of financial and other related reports; does other related duties.

Special Note: Effective January 13, 2022, the Executive Order #283 and the final ruling by the U.S. Supreme Court mandates all staff working in long-term care facilities and nursing homes to be fully vaccinated against COVID-19. Please do not submit your vaccination records at this time. NJ State Law (N.J.S.A. 26:2h-18.79) requires all health care facility employees to have the influenza vaccination annually.

Civil Service Commission Requirements

Education: Graduation from an accredited college with a Bachelor's degree in business, public or hospital administration, accounting, finance, economics or commerce.

Experience: Six (6) years of financial experience in a medical, educational, correctional or training facility, or other business operation which shall have included the preparation of financial statements and reports, review of financial records, overseeing the development of internal accounting control procedures, and assisting in the development and analysis of an office, unit, agency or organizational budget, three (3) years of which shall have been in a supervisory capacity.

NOTE: A Master's degree in business, public or hospital administration, accounting, finance, economics or commerce may be substituted for one (1) year of the non-supervisory experience.

License: Appointee will be required to possess a driver's license valid in the State of New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

Residency: Pursuant to the "New Jersey First Act" N.J.S.A. 52:14-7 (L. 2011, Chapter 70), newly hired public employees are required to reside in the State of New Jersey, unless exempted under the law. If you do not reside in New Jersey, you have one (1) year after you begin employment to relocate your residence to New Jersey.

Authorization to Work: Selected candidates must be authorized to work in the United States per the Department of Homeland Security, United States Citizenship and Immigration Services regulations.

Note: The State of New Jersey does not provide sponsorship for citizenships to the United States.

Veterans' Preference: To qualify for New Jersey Veteran's Preference/status, you must establish Veteran's Preference through the Department of Military and Veterans' Affairs. Please submit proof of your Veteran's Preference along with your resume as indicated below. For more information, please visit <https://nj.gov/military/veterans/services/civil-service/preference>

HOW TO APPLY:

SUBMIT APPLICATION FOR EMPLOYMENT, COVER LETTER, RESUME, AND E-MAIL ADDRESS BY 4:00PM ON THE CLOSING DATE TO:

Mail: ATTN: HRD-PMRS, PO Box 340, Trenton, NJ 08625-0340

E-Mail: CareersCentral@dmava.nj.gov

Fax Number: (609)530-7192

Forms may be obtained from our web site at: <https://www.nj.gov/military/personnel/forms/employment-application.pdf>, the Human Resources Division, or call (609) 530-6723.

New Jersey Department of Military and Veterans Affairs is an Equal Opportunity Employer and is committed to inclusive hiring and dedicated to diversity in our staff. We strongly encourage people from all groups and communities to apply.